

**DUTY STATEMENT
DEPARTMENT OF STATE HOSPITALS – ATASCADERO
MEDICAL STAFF**

STAFF PSYCHIATRIST

1. MAJOR TASKS, DUTIES, AND RESPONSIBILITIES

Under general direction, incumbents are responsible for making definitive diagnoses and decisions; examines and diagnoses psychiatric patients; determines types of psychiatric and general medical treatment needed; administers psychiatric treatment with assistance from multi-disciplinary clinical staff, and provides treatment mall services.

A. CLINICAL - 80%

1. **Performs psychiatric evaluations.**
2. **Provides clinical leadership** of the treatment team. Formulates the diagnosis of record according to the DSM and approves individualized treatment plans based on identified clinical problems, consistent with Department of State Hospitals (DSH), and Department of State Hospitals – Atascadero (DSH-A) guidelines and policies. Serves as a resource for education of staff regarding pertinent policies and standards and current medical and psychiatric practice.
3. **As primary provider of care, writes orders for admission, transfer, discharge, medications, restraints and seclusion, suicide precautions, etc., as indicated**, according to current DSH and DSH-A guidelines and policies.
4. **Meets at least monthly with each assigned patient** to review their physical and mental status, treatment progress and medication, and documents findings promptly and properly. Meets with each assigned patient at intervals and, as treatment team leader, assures team compliance with the documentation standards of the treatment plan. Participates in the unit's shift change meetings to exchange information concerning assigned patients and their treatment goals and objectives, and confers with staff regarding therapeutic interventions.
5. **Provides daily sick call** for assigned patients and patients for whom (s)he is acting as "coverage" for days off and vacations.

6. Interacts with unit staff and assigned patients on a variety of daily psychiatric issues, i.e., patients who request to meet with the psychiatrist or who are referred by staff because of change of status, behavioral changes, or deterioration in functions.
7. **Evaluates and documents assaultive incidents and suicidal threats, attempts, and self-harm behaviors**, and provides authorization and supportive documentation for management of dangerous behaviors.
8. Provides required documentation and reports, including progress notes, Recommended Continuing Care Plan/Discharge Summary, and other documentation as required by the DSH-A Mental Health Documentation System and DSH policy.
9. Meets with the families of assigned patients as indicated.
10. **May be called upon to prepare court reports** whenever indicated, and appear and provide expert testimony to the Board of Parole Hearings, superior courts, or other administrative or judicial bodies in response to subpoena.
11. As permitted by law or with patient's approval, responds to and discusses appropriate matters with qualified others such as lawyers, judges, probation officers, and community mental health workers.
12. **Communicates effectively in spoken and written language** with assigned patients, staff, and the courts. Written language includes, when necessary, the use of computer word processing programs, e-mail and other automation. Spoken language includes direct speech and required dictation.

B. ADMINISTRATIVE - 20%

1. Participates in medical staff activities and serves on committees.
2. Advises and assists the Executive Director and/or the Medical Director, as requested, on hospital administration issues.
3. Meets regularly with program management and reviews program goals, plans, treatment issues, and effectiveness.
4. Participates in unit management meetings involving patient issues and maintenance of therapeutic milieu.

5. Participates in continuing medical education and in approved research.
6. Provides inservice training such as lectures and informal talks or consultations with staff.
7. May supervise residents, fellows, and other trainees.
8. Provides preceptorship and proctorship for new Staff Psychiatrists and peer review for all Staff Psychiatrists, as assigned.
9. Participates in statewide committee meetings whenever assigned.
10. Carries out other duties and assignments as directed by the Medical Director, Chief Psychiatrist, and/or the Senior Supervising Psychiatrist.

2. SUPERVISION RECEIVED

The Medical Director has delegated supervision of the Staff Psychiatrist in the following way:

A. CHIEF PSYCHIATRIST

The Chief Psychiatrist exercises direct supervision over the assignment and clinical work of the Staff Psychiatrist, under the direction of the Medical Director.

B. MEDICAL STAFF

The Staff Psychiatrist is a member of the organized Medical Staff of Atascadero State Hospital, and is thus responsible to the Chief of Medical Staff for all activities which are within the scope of the Medical Staff Bylaws and Rules and Regulations.

The Staff Psychiatrist is accountable to the Chief Psychiatrist for time spent in Medical Staff-related activities.

3. SUPERVISION EXERCISED

N/A

4. KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Principles and methods of psychiatry, general medicine, and surgery and skill in their application; current developments in the field of psychiatry; mental hospital organization and procedures; principles and application of psychiatric social work, clinical psychology, physical therapy, various rehabilitation therapies, and other ancillary medical services; principles and techniques of psychiatric research; principles and practices of effective supervision and directing the work of others.

ABILITY TO:

Direct the work of others; instruct in the principles and practices of psychiatry; interpret laboratory analyses and x-rays; prepare and supervise the preparation of case histories and the keeping of hospital records; analyze situations accurately and take effective action.

5. REQUIRED COMPETENCIES

INFECTION CONTROL

Applies knowledge of correct methods for controlling the spread of pathogens appropriate to job class and assignment.

SAFETY

Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safe or security hazards.

CPR

Maintains current certification.

AGE SPECIFIC

Provides services commensurate with age of patients / clients being served. Demonstrates knowledge of growth and development of the following age categories:

Adult Geriatric

MANAGEMENT OF ASSAULTIVE BEHAVIOR

Applies and demonstrates knowledge of correct methods in the Therapeutic Strategies and Intervention (TSI).

RESTRAINT/SECLUSION

Demonstrates knowledge of criteria and appropriately uses, applies, and removes restraint and/or seclusion.

CULTURAL AWARENESS

Demonstrates awareness to multicultural issues in the workplace which enables the employee to work effectively.

PRIVACY AND SECURITY OF PROTECTED HEALTH INFORMATION

Maintains and safeguards the privacy and security of patients' protected health information (PHI) and other individually identifiable health information (IIHI) whether it is in paper, electronic, or verbal form in compliance with Health Insurance Portability and Accountability Act (HIPAA) and all other applicable privacy laws.

SITE SPECIFIC COMPETENCIES

Knowledge of the PC 2684, PC 2962, PC 1370, PC 1026, and Conservatorship commitments.

Relationship Security

Demonstrates professional interactions with patients and maintains therapeutic boundaries.

TECHNICAL PROFICIENCY (SITE SPECIFIC)

Use of the WAARMS documentation system.

Use of the hospital e-mail, hospital dictation system, and computer data entry.

6. LICENSE OR CERTIFICATION

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from civil service. Employees in this classification must:

Possess the legal requirements for the practice of medicine in California as determined by the Medical Board of California or the Osteopathic Medical Board of California.

7. TRAINING

Training Category = 03

The employee is required to keep current with the completion of all required training.

8. WORKING CONDITIONS

The employee is required to work any shift and schedule in a variety of settings throughout the hospital as determined by the operational needs of the hospital. All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job duties.

Employee's Signature

Date

Supervisor's Signature

Date

Reviewing Officer's Signature

Date